

# HERKIMER COUNTY COMMUNITY COLLEGE BOARD POLICY

**TITLE:** Drug and Alcohol Policy

**POLICY #:** HR 19-17

**DATE OF BOARD OF TRUSTEES APPROVAL:** April 15, 2020

**RESOLUTION #:** 19-17, 23-13

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**POLICY STATEMENT:** The United States Congress has passed, and the United States President has signed, the Drug Free Work Place Act of 1988 and the Drug-Free Schools and the Communities Act of 1989. The following is the Drug and Alcohol Policy for employees and students at Herkimer College.

## **Alcohol Use Policy**

No person shall possess, sell or give away alcoholic beverages in any building or any other property owned or controlled by Herkimer College. Open containers of alcoholic beverages may not be possessed on campus. Herkimer College holds person(s) responsible for their conduct at all times, including behaviors that occur while under the influence of alcohol. Persons violating these policies will be subject to disciplinary action. Any exception to the above needs the approval of the College President.

## **Drugs and Other Controlled Substances**

The sale, use, possession or distribution of prohibited drugs or other controlled substances, or loitering with the intent of engaging in any of these activities, is prohibited on any College or College-related property. The term “drug” includes all controlled substances defined in section 220.00 of the New York State Penal Law and Marihuana Reform Act of 1977. The College will cooperate fully and completely with local or state authorities on any case of suspected illegal use, possession or redistribution of State controlled drugs. The College will in no way protect any person who is apprehended for the same. The offender may also face separate disciplinary action by the College.

## **Health Risks Associated with the Use of Illicit Drugs and Alcohol**

According to the National Institute on Drug Abuse (<http://www.drugabuse.gov>), drug addiction is a brain disease. The impact of addiction can be far reaching. Cardiovascular disease, stroke, cancer, HIV/AIDS, hepatitis and lung disease can all be affected by drug abuse (December 2012).

Alcohol affects every organ in the drinker’s body and can damage a developing fetus. Intoxication can impair brain function and motor skills; heavy use can increase risk of certain cancers, stroke and liver disease (November 2014).

**Employees**

New York State prohibits on-the-job use or impairment from alcohol and controlled substances. An employee may be required to undergo medical testing if a supervisor has a reasonable suspicion that he or she is unable to perform job duties due to a disability which may be caused by the use of drugs or alcohol.

If the cause of disability is found to be drug or alcohol related, the Director of Human Resources, in conjunction with the employee’s supervisor, may refer the employee to voluntary and confidential treatment. Other available options include pursuing disciplinary leave procedures or other disciplinary measures.

Violations of the State policy on alcohol and substance abuse in the workplace may be the subject of disciplinary action pursuant to Section 75 of the Civil Service Law or the disciplinary Articles of collectively negotiated agreements.

The term "controlled substances" as used herein refers to the hundreds of chemicals listed by the federal government in the Controlled Substances Act.

Employees who unlawfully use, possess, dispense, manufacture or distribute controlled substances will be subject to disciplinary procedures consistent with applicable laws, rules, regulations, and collective bargaining agreements.

Employees must notify the Director of Human Resources of any criminal drug statue conviction for a violation occurring on the workplace, or at a work site, no later than five (5) working days after such conviction.

**Drug/Alcohol Resources**

Information/Prevention Services

- Herkimer County Prevention Council.....(315)-894-8080
- Center for Family Life and Recovery, Inc.....(315)-733-1709

Treatment

- Insight House (24 hrs.).....(315)-724-5168
- Beacon Center.....(315)-717-0189
- Center for Addiction Recovery.....(315)-853-7111
- McPike Alcoholism Treatment Center.....(315)-738-4400
- Addictions Crisis Center (24 hrs.).....(315)-735-1116

Meetings

- AA meetings.....732-6880      AA Hotline.....1-800-765-8336
- Al-Anon.....1-888-4-AL-ANON

Hotline

- Mobile Crisis Assessment Team (MCAT) 24 hrs.....(315)-732-6228  
Emergency Mental Health Services

Hospital Emergency Rooms

- Little Falls Hospital.....(315) 823-1000
- Wynn Hospital.....(315) 917-9966

Herkimer College Counseling Center

The HC Counseling Center is available at x8284 8:00 am to 4:30 pm to answer any questions regarding the resources listed.

**BACKGROUND:** Herkimer County Community College (“College”) will enforce the Drug Free Work Place Act of 1988 and the Drug-Free Schools and the Communities Act of 1989 as described in the attached Drug and Alcohol Policy for employees and students at Herkimer County Community College which bans the possession, sale or distribution of any alcoholic beverages, prohibited drugs or other controlled substances on campus or any College-related property. It is recommended that all approved Board of Trustees policies be removed from the Faculty-Staff Handbook and reside in the official Board of Trustees Policy Manual.

This policy was amended in 2024 to update the list of Hospital Emergency Room locations.

REVISED: 4/22/2024